

25 September 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Weekly Activities Report

Significant Activities for the Past Week

1. Completed a second review of sanitized OP History of Recruitment and forwarded to OP/EA.

6. 2. Forwarded request for pen and ink change to HR [] to change the representational allowance supplemental per diem to \$21 in accord with the provisions of HN [] ~~Regulation Change~~ ~~Regulation Change~~ ~~Regulation Change~~ STAT
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3. Began review of the DDI FY 76 APP, the only one received to date.

7. 4. Prepared OPN 20-75-8 to revise the list of officers responsible for staffing OP offices during weather emergencies.

5. Consulted with DD/Pers-SP on study of retirement travel benefits.

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6. Met with DDO/ [] representative to discuss DDO objections to proposed change to HHB [] Suspended Leave Accounts. He has now concurred with our proposal.

8. 7. Briefed the Agency's Federal Women's Coordinator on APP and Developmental Profiles.

8. Began research on entitlements of a part-time permanent employee to military leave benefits.

9. Prepared comments and some revisions of the OP Objectives - FY 76, for D/Pers.

10. Time spent on Investigation Committee request:

GS - 17	3 hrs
GS - 13	16 hrs
GS - 07	1 hr
GS - 03	3 hrs

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Significant Activities Anticipated for Next Week

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1. Continue with reviews of APP revisions and with various projects now in progress.
 2. Complete revision of HR Management of SPS Personnel, to STAT adjust to DDS&T requests.

Chief, Review Staff

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WEEKLY REPORT -- 18 September 1975

Benefits and Services Division

(1) 1. The Annual Awards Ceremony was held in the Auditorium on 18 September. Mr. Colby presented Certificates of Service to 40 employees who represented all those eligible for 10, 15, 20, and 25 year certificates. The total number of employees who will receive these certificates is:

10 Year Certificates	461
15 Year Certificates	296
20 Year Certificates	444
25 Year Certificates	275

(4) 2. During the week we were informed that Mr. Frank Zarb, Federal Energy Administrator, has been named Chairman of the Combined Federal Campaign. In preparation for the Campaign within the Agency, a pamphlet is being printed which combines information on the CFC with that of the Educational Aid Fund and Public Service Aid Society. The Campaign will be held in October-November 1975.

STAT (5) 3. [REDACTED] old to a group of has employees. Deputy Chief, Central Processing Branch/met with the new president of the corporation, who advised that the Agency would continue to get the same service and there were no plans for any major changes in personnel or operations.

4. Thirty minutes was spent at the GS-14 level on Special Committee reports.